

Class Code 5311/Exempt
Position Title Senior Coordinator
Working Area Stormwater
Effective Date October 1, 2001



JOB DESCRIPTION

Scope

High-level technical work in computer mapping, cartographics, database development, research, civil engineering and graphic productions to support stormwater projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develop analytic routines used with GIS for analysis of (1) hydrologic parameters (i.e. soils, land use, curve number, etc.), (2) pollutant loading (event mean concentration, precipitation, etc.), (3) property appraisal data, (4) NPDES data, and (5) Ret/Det pond data. Develop and maintain GIS maps and associated databases. Develop and coordinate budget. Assist employees in the development of mapping products, displays, presentations, graphical interface, etc. Keep assigned staff abreast of emerging technologies. Coordinate and disseminate technical hydrologic, hydraulic, and GIS coverage for databases with engineering consultants, other agencies, and the public. Prepare engineering construction plans for identified deficiencies in stormwater management. Research and report on field surveys and inventories.

Minimum Qualifications

Knowledge and Skills

Make presentations, design maps and graphics using cartographic principles. Have knowledge of geographic information systems (GIS), computer database and spreadsheet programs. Have knowledge in computer mapping including geodetic control, naming conventions, attribute data and locks, layering schemes and technical specifications of digital maps. Use digitizers and plotters. Comprehend civil engineering design methods and procedures; sequence construction activities relating to roadway, drainage and bridge projects. Assist in the technical preparation of engineering reports and drainage permit applications and exhibits. Operate CADD system, calculator, copier, blue-print machine, and other office equipment. Communicate well orally and in writing.

Education

Bachelor's Degree in Geography, Cartography, Graphic Arts, Computer Science, Engineering and one (1) year experience in cartography or mapping, computer assisted design, geographic information systems, and/or computer database analysis. *A comparable amount of education, training, or experience may be substituted.*

Working Conditions

The work environment for this position includes working in an office setting with some field work. Most duties are performed sitting at a desk, table, or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.